

Validation Checklist – V10

Serving You

Conservation Area Consent for Demolition in a Conservation Area

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Netherfield Park, Merryton – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted **EXCEPT** if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- ☒ • **Correct Fee¹**
- ☒ • **Application Form, completed, signed (unless submitted electronically) and dated**
- ☒ • **Ownership Certificate:**
 - ☒ **A (included in Application Form: the applicant owns the land) OR**
 - ☐ **B (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) OR**
 - ☐ **C (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) OR**
 - ☐ **D (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)**
- ☒ • **Agricultural Holdings Certificate**
- ☒ • **Site Location Plan (Scale 1:1250 or 1:2500) with the application site outlined in red and any other land owned by the applicant outlined in blue.**

¹ See Fees for Applications Guidance Notes

ORIGINAL

MEDWAY

22 APR 2009

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